

IT Infrastructure and Security Manager



Date:	June 2014
Job Title:	IT Infrastructure and Security Manager
Position type:	Full time
Location:	Scottsdale, AZ
Reports to:	Director, Information Technology

Position Overview:

The IT Infrastructure and Security Manager leads the team of IT professionals responsible for designing, deploying, securing and managing Edgenuity's IT Infrastructure. The Manager works with other Edgenuity business and IT staff to confirm requirements, deploy resources, measure success and continuously improve the IT operating environment at Edgenuity. The Manager participates in the recruiting, onboarding, supervision and coaching of multiple staff.

Essential Functions:

- Responsible for the overall design and deployment of Edgenuity's enterprise IT Infrastructure (server, storage, network, telephony) and supervision of staff in each area.
- Creates, manages and ensures adherence with policies designed to maximize uptime and reliability of enterprise systems and communications. Monitors and tests performance and provides performance statistics and reports. Anticipates, mitigates, identifies, troubleshoots, and resolves hardware/software problems on infrastructure components.
- Responsible for the overall design, implementation and management of security processes and products which safeguard Edgenuity's customers, systems and infrastructure. Representative security solutions include firewalls, end point security, proxy servers, intrusion detection/prevention systems and data loss prevention.
- Provides subject matter expertise as required to identify, analyze and solve infrastructure related problems across the enterprise.
- Ensures timely user notification of maintenance requirements (patching, hardware and software configuration and introduction to production and any other change event which may impact system availability.
- Effectively coach and mentor department employees; proactively support employee involvement and development; counsel employees on performance standards; completes and administers accurate and timely performance reviews.
- Performs other duties upon request.

Qualifications:

- Bachelor's Degree in Information Systems, Computer Science or a related field
- Three years or more experience leading infrastructure teams and/or managing infrastructure projects of varying complexity.
- Ten years or more overall IT experience

- Demonstrated experience with the design and deployment of enterprise scale systems infrastructure, including capacity planning
- Preferred Microsoft Certified Systems Engineer (MCSE)
- Fluency with common network protocols required and previous experience with Juniper Firewalls and switches preferred
- Respectful and outstanding leadership skills that motivates staff to focus their energy on achieving business goals
- Highly motivated with excellent verbal and written communication, presentation and problem solving skills
- Self-starter with strong organizational and time management skills, self-directed and able to handle multiple priorities with demanding timeframes
- Ability to work collaboratively with colleagues and staff to create a high-quality results-driven, team oriented environment
- Willingness and ability to work flexible hours
- Proficient in Visio, Word, Excel and PowerPoint; working knowledge of database, development, inventory and project management software required; working knowledge of NetSuite preferred

Physical Demands & Work Environment:

- Regularly sit, stand, walk, reach, and use hands to handle, feel and operate computers and other office equipment.
- Occasionally lifts or exerts force up to 15 lbs.
- Work environment is in an office with moderate noise and no exposure to environmental elements; occasionally exposed to risk of electrical shock.

Edgenuity is an EEO employer.